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Nebraska Health & Human Services NEBRASKA WIC PROGRAM **Procedure Title: Vendor Relations**

Purpose

Summarize local agency's role in communicating with vendors.

Local Agency Role

- A. The WIC local agency is the primary point of contact for WIC vendors.
 - 1. For areas with more than one local agency, one agency will be responsible for vendor management activities.
 - 2. Volume IV provides detailed information on vendor management policies and procedures, including, but not limited to:
 - a. Monitoring
 - b. Training
 - c. Resolution of complaints
 - d. Contracting.

State Agency Role

- A. The State Agency provides support for local agency vendor management activities through:
 - 1. Development of procedures, materials and training curriculum
 - 2. Risk analysis and high risk determination
 - 3. Assessment of sanction points
 - 4. Coordination of application process and final determination of approval/disapproval.
 - 5. Training of local agency staff.
 - 6. Statewide planning and evaluation of vendor activities, including investigations.
 - 7. Conducting administrative appeal hearings.